MINUTES OF OFFICE CONFERENCE

January 2, 1918.

Present - Mrs. Gildersleeve, Miss Petrie, Miss Finks, Miss Voss and Miss Sheibley.

CIRCULAR LETTERS

Miss Finks submitted her letter to synodical secretaries of literature and Miss Sheibley her letter to synodical presidents. With corrections these letters were approved.

PRAYER-MEETING

The attendance at prayer-meeting was again discussed. It was agreed to make a point of having present as many representatives from each office as possible. Miss Sheibley was asked to take up the question of the prayer-meeting with Dr. Marquis and to tell him that the officers of the Woman's Board of Home Missions are making every effort to improve the attendance and ask him to do the same.

MINUTES OF OFFICE CONFERENCE

January 15, 1918.

Present - Mrs. Gildersleeve, Miss Petrie and Miss Sheibley.

BUDGETING MISSIONARY SOCIETY IN STATE BUDGET

Mrs. Gildersleeve presented a letter from Mrs. Baity stating that Dr. C. C. McGinley, Synodical Superintendent of Missouri, was requesting the woman's missionary societies that they be budgeted in the missionary budget of the state. It was agreed by the conference that Mrs. Gildersleeve in answering Mrs. Baity's letter should pass on to her the action of General Council, under date of June 1917, in regard to membership in a woman's missionary society in which the committee when reporting stated that when gifts of the missionary societies are included in the church budget, gifts are lessened and interest in the work weakened - initiative is killed and the personal touch with the work lost. The conference further advised that Mrs. Gildersleeve should call Mrs. Baity's attention to the fact that as church members the women of the church are expected to contribute to the work of the church as a whole, but as members of the woman's missionary society General Assembly has acceded to the request of the Woman's Boards that such members should only be responsible for mission work as carried on by the women's Boards and the Church Boards should not have direct approach to the women's societies. Any approach should be made through the church as church members and not through the women's organizations and to the women as members of such organizations.

BOND
HAWKWIFT

MINUTES OF OFFICE CONFERENCE

January 16, 1918.

Present - Mrs. Gildersleeve, Miss Petrie and Miss Sheibley.

CHANGE IN OFFICE HOURS

Owing to the fact that through Government orders the offices will be closed for four or five weeks to come on Monday, it was decided to give three-quarters of an hour for lunch daily, and to keep open on Saturday until four.

BOND
HAWKWIFT

MINUTES OF OFFICE CONFERENCE

March 8, 1918.

Present - Mrs. Gildersleeve, Miss Finks, Miss Voss and Miss Shelbley.

ACTION IN REGARD TO FIRE ALARM AND FIRE ESCAPES.

In view of the fact that the fire in the building yesterday, March 7th, brought to the attention of the officers that the building has neither fire-alarms nor fire-escapes and that the open elevator shafts and stairways are conductors of smoke, it was voted to send a letter to the Chairman of the House Committee stating that a fire-alarm should be installed and that fire-escapes should be placed on the rear of the building and that the elevator shaft should be steel lined.

It was voted also that there should be a special alarm system for the sixth floor and that there should be the following grouping of rooms, the officers in charge to be responsible for seeing that every one in her division is out of the building:

Treasury Department
School Department

Secretary's Department
Literature Department
Lunch Room

Missionary Education Department
Dressing Room
Mrs. Bennett's office
[redacted]
Committee Room

Young People's Department
The Home Mission Monthly
Filing Department
Student Department.

MINUTES OF OFFICE CONFERENCE

March 13, 1918.

Present - Mrs. Gildersleeve, Miss Petrie, Miss Finks, Miss Voss, Mr. Allaben and Miss Sheibley.

REPORTS OF OFFICERS

Notice was given that the annual reports of the officers were to be presented at the Board meeting on March twenty-sixth.

CONSTITUTION IN ANNUAL REPORT

Inasmuch as the Board at its meeting March twelfth had empowered the office to decide whether the Constitution should appear in the Report of 1918, Office Conference voted that the Constitution should not be included in the report this year.

BOXES FOR SOCIETIES

The notices in regard to boxes to appear in the next issue of The Home Mission Monthly were presented and approved.

OVER SEA AND LAND

Inasmuch as the office felt that Over Sea and Land is necessary to our work, it voted to express this feeling to the committee and to ask it to make every endeavor to continue the magazine.

MINUTES OF OFFICE CONFERENCE

May 29, 1918.

Present - Miss Petrie, Mrs. Gildersleeve, Miss Voss and Miss Sheibley.

REPORT - COMMITTEE ON MISSIONARY AND BENEVOLENT EDUCATION

Miss Petrie reported on the meeting of the Committee on Missionary and Benevolent Education.

SYNODICAL ITINERARIES

Mrs. Gildersleeve outlined the synodical itineraries for October.

VACATIONS

The vacations were discussed; it was decided to leave the final arrangements until a later date.

MINUTES OF OFFICE CONFERENCE

June 27, 1918.

Present - Mrs. Gildersleeve, Miss Petrie, Miss Voss and Miss Sheibley.

RECOMMENDATIONS REGARDING SYNODICAL MEETINGS AND APPROPRIATION FOR YOUNG PEOPLE'S WORK.

Miss Petrie presented the following recommendations which she sent to Mrs. Bennett:

1. That we confer with the Foreign Boards with regard to advising synodical societies to limit their October meetings to executive meetings and a popular meeting.
2. That treasurers be instructed to tell secretaries for young people's work that they will be apportioned a certain amount for the work of each quarter in order that they may not have to bear the expenses of the whole year's work from one annual meeting to the other.

SYNODICAL ITINERARIES

Mrs. Gildersleeve presented the synodical itineraries with the changes suggested. It was agreed that it should be presented to Mrs. Bennett before any letters were sent out.

MINUTES OF OFFICE CONFERENCE

July 9, 1918.

Present - Mrs. Bennett, Mrs. Gildersleeve, Miss Finke, Miss Petrie, Miss Rue and Miss Shelbley.

WORKER, FIELD SECRETARY, FOR WAR SERVICE

Mrs. Gildersleeve referred to Office Conference the matter of releasing one of our workers to do some industrial work during the war in connection with the Federal Council of Churches of Christ, as proposed to her by Mr. Gould, for Dr. Zippy, Associate Secretary of the Federal Council; it was decided to do nothing in the matter until Federal Council and theHome Missions Council set up a definite program of work.

SPEECHES TO SYNODICAL AND PRESBYTERIAL MEETINGS

Mrs. Bennett presented the following plan for covering synodical and presbyterial meetings to which a representative cannot be sent:

That four minute speeches be prepared by each department, setting forth the work of the department and the outlook for the year.
That these speeches be sent to synodical or presbyterial societies to be memorized by someone chosen by the president or the executive committee and presented at the annual meeting.
That these same speeches be sent to local societies when it is impossible to grant the request for a speaker.

These speeches should be ready to send out in the fall.

APPROACH TO LOCAL SOCIETIES

It was decided to follow the old policy of approaching local societies. That is, through the synodical and the presbyterial, using the same methods found successful heretofore.

[illegible]

[illegible]

Present: Mrs. Gildersleeve, Miss Petrie, Miss Terrence, Mrs. Douglas, Miss Rae, Miss Shelley.

[illegible]

Miss Rae brought up the question as to whether, in view of the fact that the Boards are now urging the much number of the society make a pledge for her contributions, the Literature Department should order an additional supply of mite boxes. After discussion it was voted that as there are daily requests for these mite boxes and a number of societies have not adopted the pledge system we carry a limited supply of mite boxes for those societies that request them.

ITINERARY FOR FIELD SECRETARIES

The following spring schedule for Field Secretaries presented by Mrs. Gildersleeve was approved:

Miss Streeter — February in Ohio for itinerary; in the later spring in Illinois for presbyterial meetings.
Miss Hyde — Itinerary in Carlisle and Redstone presbyterials; Michigan for presbyterials.
Miss Preston —Indiana for itinerary.

Mrs. Aldrich — Headquarters for presbyterial and local meetings.
Miss Anna Belle Stewart of Langdon Memorial School — For presbyterial meetings in vicinity of New York.

NEW FIELD SECRETARIES

VOTED that Mrs. Gildersleeve be authorized to take up the matter of engaging two new field secretaries with the nominating committee in view of the increasing demand for speakers.

APPEAL FOR GIFTS

It was decided that an appeal should be made for special gifts, this appeal to take the form of letters to [illegible] givers, hurry up calls in the Home Mission Monthly, advertisements in the Church papers and visits to individuals.